



1260A Brown Street (Hwy P)  
Oconomowoc, WI 53066-2491  
262-567-6651 • www.tobins.com

**APPLICATION FOR EMPLOYMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
**(PRE-EMPLOYMENT QUESTIONNAIRE)**

**DATE**

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**PERSONAL INFORMATION**

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? [ ] YES [ ] NO

EMAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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**EMPLOYMENT DESIRED**

POSITION \_\_\_\_\_ DATE AVAILABLE \_\_\_\_\_

AREA OF INTEREST – CIRCLE ALL THAT APPLY

GIFTS CHILDREN'S HALLMARK COSMETICS FASHION/JEWELRY  
PHARMACY BOOKKEEPING OTHER \_\_\_\_\_

WAGE DESIRED \_\_\_\_\_ ARE YOU CURRENTLY EMPLOYED? \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT OR MOST RECENT EMPLOYER? \_\_\_\_\_

HAVE YOU EVER APPLIED WITH THIS COMPANY BEFORE? \_\_\_\_\_  
IF SO, WHEN? \_\_\_\_\_

WHAT TYPE OF WORK ARE YOU SEEKING

[ ] FULL-TIME [ ] PART-TIME [ ] TEMPORARY DESIRED HOURS PER WEEK? \_\_\_\_\_

ARE YOU ABLE TO WORK ANY OF THE STORES POSTED HOURS? [ ] YES [ ] NO

IF NO, PLEASE EXPLAIN \_\_\_\_\_



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**REFERENCES**

(LIST THREE PEOPLE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

NAME & OCCUPATION	ADDRESS	PHONE	YEARS KNOWN
1			
2			
3			

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**EMPLOYMENT HISTORY**

(LIST ALL PRESENT AND PAST EMPLOYMENT STARTING WITH YOUR MOST RESENT EMPLOYER)

JOB TITLE	START DATE (MO/YR)	END DATE (MO/YR)
COMPANY NAME	SUPERVISOR'S NAME	PHONE NUMBER
ADDRESS	CITY/STATE	ZIP
DUTIES		
REASON FOR LEAVING	STARTING SALARY	ENDING SALARY

JOB TITLE	START DATE (MO/YR)	END DATE (MO/YR)
COMPANY NAME	SUPERVISOR'S NAME	PHONE NUMBER
ADDRESS	CITY/STATE	ZIP
DUTIES		
REASON FOR LEAVING	STARTING SALARY	ENDING SALARY

JOB TITLE	START DATE (MO/YR)	END DATE (MO/YR)
COMPANY NAME	SUPERVISOR'S NAME	PHONE NUMBER
ADDRESS	CITY/STATE	ZIP
DUTIES		
REASON FOR LEAVING	STARTING SALARY	ENDING SALARY

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**EMERGENCY NOTIFICATION**

IN THE EVENT OF AN EMERGENCY, WHO IS THE FIRST PERSON WE SHOULD CONTACT?

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NAME	ADDRESS	RELATIONSHIP	PHONE NUMBER
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**ADDITIONAL INFORMATION**

PLEASE LIST ANY OTHER ADDITIONAL INFORMATION RELEVANT TO YOUR APPLICATION

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The company is an equal opportunity employer. The company does not discriminate in hiring or employment on the basis of race, color, creed, national origin, martial status, sex, sexual orientation, ancestry, age, against qualified individuals with a disability, qualified disabled veterans, or veterans of the Vietnam era, or on the basis of arrest or conviction record except where the circumstances of the offense are substantially related to the circumstances of the particular position. It is the company's policy to comply with all laws prohibiting discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation and inquire of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employer, schools, or individuals from all liability when responding to inquiries in connection with my application.

I understand and agree that if hired, my employment is for no definite period and may, regardless of the state of payment of my wages and salary, be terminated at any time without any prior notice and for any reason other than those of a discriminatory nature."

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DATE

SIGNATURE

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**STORE USE ONLY**

DATE RECEIVED \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

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